

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

25X1A  
REGULATION

*P-14*  
**SECRET**

25X1A

ORGANIZATION  
17 February 1956

000304

## MEDICAL STAFF

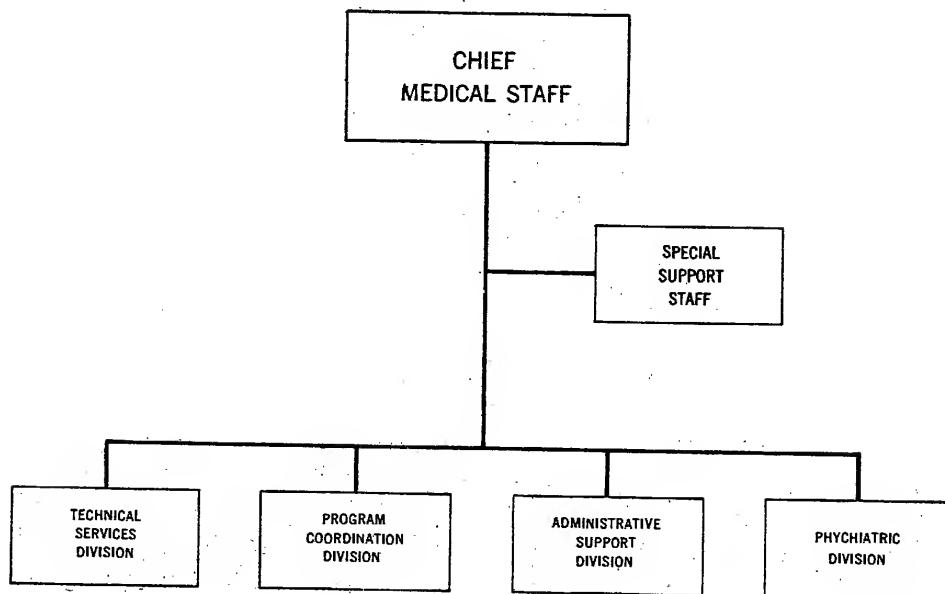


Figure 3

13115 2-56

*NOV 14 1956*  
**SECRET** *HC-147*

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

~~SECRET~~25X1A  
REGULATIONORGANIZATION  
Revised 17 October 1957**MANAGEMENT STAFF****5. CHIEF, MANAGEMENT STAFF****a. MISSION**

The Chief, Management Staff is responsible for administering the Agency's Management Program; developing and recommending plans, programs, policies, and procedures designed to improve management and efficiency throughout the Agency; and for rendering appropriate support and advice related thereto.

**b. FUNCTIONS**

The Chief, Management Staff shall:

- (1) Develop and recommend plans, programs, policies, and procedures for, and exercise leadership and initiative in improving management throughout the Agency; continually review Agency progress in management improvement; and assist all elements of the Agency in planning, developing, and installing improved management practices.
- (2) Conduct studies of organization, functions, systems, and methods, and recommend improvements resulting therefrom.
- (3) Review and coordinate proposals for Tables of Organization and personnel ceiling changes; conduct work measurement, manpower distribution, and manpower utilization surveys; and develop recommendations as to numbers and types of positions and manpower required.
- (4) Conduct research on management techniques and develop and disseminate information throughout the Agency for the purpose of improving management practices and efficiency.
- (5) Provide management consulting service to all elements of CIA and arrange for the utilization of outside management consultants where feasible.
- (6) Review requisitions for and applications of office business machines and equipment, and conduct research and disseminate information related thereto.
- (7) Administer the Agency Records Management and Vital Materials Programs.
- (8) Administer the Agency suggestion awards program.

**c. SECURITY**

In the exercise of the functions specified above the Chief, Management Staff shall recognize security as a basic consideration in all actions and recommendations. Procedures for studies and reviews shall be as mutually arranged between the Chief, Management Staff and officials of the Agency components involved. In particular, the Chief, Management Staff will defer to the security requirements in covert offices. However, in the event that the Deputy Director (Plans) should finally nonconcur in a proposed action affecting a covert office, which the Chief, Management Staff considers basically essential, the Director will be consulted.

**d. ORGANIZATION**

See organization chart, figure 2.

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

25X1A

25X1A

REGULATION

SECRET

ORGANIZATION  
5 April 1954

M E D I C A L   O F F I C E

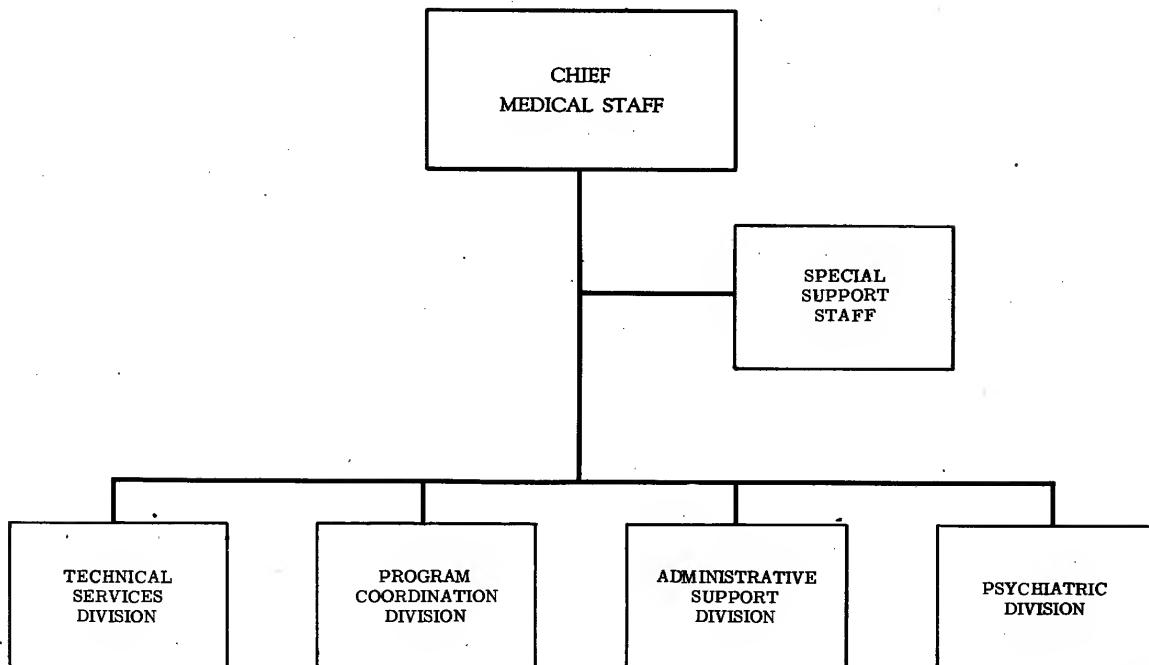


Figure 5

SECRET

33/HC-141

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

SECRET

25X1A

25X1A  
REGULATION

ORGANIZATION  
5 April 1954

## MEDICAL OFFICE

### 18. MISSION

The Chief, Medical Staff, is responsible for planning and directing the Agency medical support program.

### 19. FUNCTIONS

The Chief, Medical Staff shall:

- a. Advise the Director and staff on matters pertaining to medical services.
- b. Recommend the establishment of Agency medical policies and establish procedures for their implementation.
- c. Provide technical medical service in accordance with existing legislation in regard to the following:
  - (1) Competent professional care of illness and injury.
  - (2) A system of medical evacuation and hospitalization.
  - (3) The application of the principles of preventive medicine.
  - (4) A medical consultant program.
- d. Establish and maintain Agency medical standards for employment.
- e. Establish and maintain an Agency psychiatric program.
- f. Provide staff supervision in regard to the procurement, assignment, and utilization of medical personnel in all Agency components.
- g. Provide technical control of medical supply in terms of identity and quantity, and technically supervise its storage and issue.
- h. Provide, in cooperation with the Director of Training, medical training to Agency activities as required.
- i. Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of the Medical Office.
- j. Conduct research as required.
- k. Perform such other functions as may be directed.

### 20. ORGANIZATION

See organization chart, Figure 5.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION: AB

SECRET

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

25X1A  
REGULATION  
[REDACTED]

SECRET

25X1A  
[REDACTED]

ORGANIZATION  
5 April 1954

M E D I C A L O F F I C E

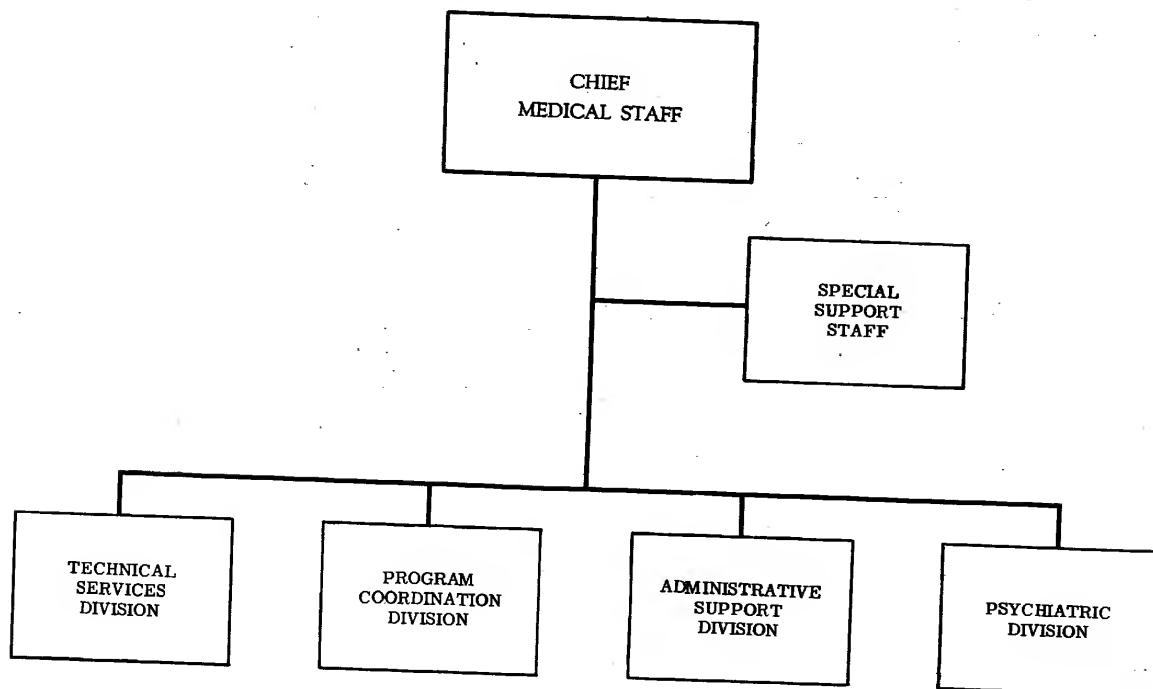


Figure 5

SECRET

[REDACTED]  
HE/HC-147

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

25X1A

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052  
25X1A

SECRET

REGULATION

ORGANIZATION  
5 April 1954

## MEDICAL OFFICE

### 18. MISSION

The Chief, Medical Staff, is responsible for planning and directing the Agency medical support program.

### 19. FUNCTIONS

The Chief, Medical Staff shall:

- a. Advise the Director and staff on matters pertaining to medical services.
- b. Recommend the establishment of Agency medical policies and establish procedures for their implementation.
- c. Provide technical medical service in accordance with existing legislation in regard to the following:
  - (1) Competent professional care of illness and injury.
  - (2) A system of medical evacuation and hospitalization.
  - (3) The application of the principles of preventive medicine.
  - (4) A medical consultant program.
- d. Establish and maintain Agency medical standards for employment.
- e. Establish and maintain an Agency psychiatric program.
- f. Provide staff supervision in regard to the procurement, assignment, and utilization of medical personnel in all Agency components.
- g. Provide technical control of medical supply in terms of identity and quantity, and technically supervise its storage and issue.
- h. Provide, in cooperation with the Director of Training, medical training to Agency activities as required.
- i. Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission of the Medical Office.
- j. Conduct research as required.
- k. Perform such other functions as may be directed.

### 20. ORGANIZATION

See organization chart, Figure 5.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION: AB

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

25X1A

P ✓  
25X1A  
REGULATION

*SECRET*

[REDACTED]  
ORGANIZATION  
Revised 17 October 1957

MANAGEMENT STAFF

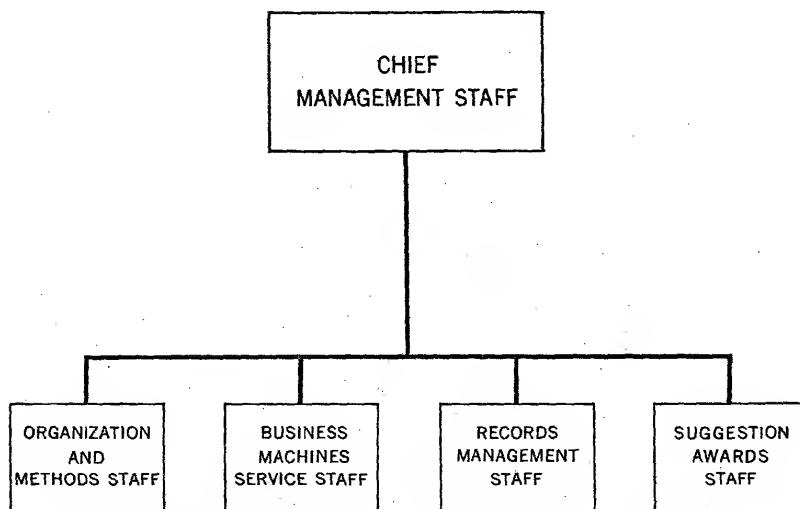


Figure 2

13119 10-57

*SECRET*

[REDACTED] HS/HC-147

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

25X1A  
REGULATIONORGANIZATION  
Revised 21 February 1958

(b) Matters not acted upon to the satisfaction of the Chief, Audit Staff shall be referred through the Deputy Director (Support) to the Director of Central Intelligence for final resolution.

(8) Direct the activities of the audit offices, foreign and domestic, to assist in the discharge of the responsibilities assigned herein.

## COMMERCIAL STAFF

### 4.1 CHIEF, COMMERCIAL STAFF

#### a. MISSION

The Chief, Commercial Staff, is responsible for furnishing advice and assistance to Agency components in the commercial and business aspects of their operations.

#### b. FUNCTIONS

The Chief, Commercial Staff, will:

- (1) Act as the principal adviser on commercial and business aspects relating to the establishment, operation, or liquidation of proprietary, investment, and subsidy activities and, to the extent directed, supervise their management.
- (2) Develop plans for and, to the extent directed, institute and operate commercial management devices and other business or investment activities designed to support Agency operations.
- (3) Recommend administrative and commercial policies and procedures applicable to proprietary entities established and commercial activities designed to support Agency operations.
- (4) Provide staff supervision in regard to the business aspects of projects involving proprietary or commercial activities to ensure proper protection of the Agency's financial interests, consistent with maximum development of its operational interests.
- (5) Furnish staff advice to the Deputy Director concerned with the project in the selection of technically qualified personnel for assignment to executive and business management positions in proprietary, commercial, or investment mechanisms.
- (6) Conduct research programs, as necessary, designed to promote better and more advanced methods of commercial management.
- (7) Establish liaison with and approve the use of outside consultants for use in connection with the business aspects of Agency operations.
- (8) Perform such other commercial and business services as may be directed from time to time.
- (9) Provide staff advice and assistance in the development, review, and amendment of Administrative Plans for projects.

#### c. COORDINATION

The Chief, Commercial Staff, will coordinate the functions of his staff with the Central Cover Branch, in accordance with the provisions of R 240-100.

*dictated*  
Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

25X1A  
REGULATION

**SECRET**

25X1A

ORGANIZATION  
5 April 1954

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

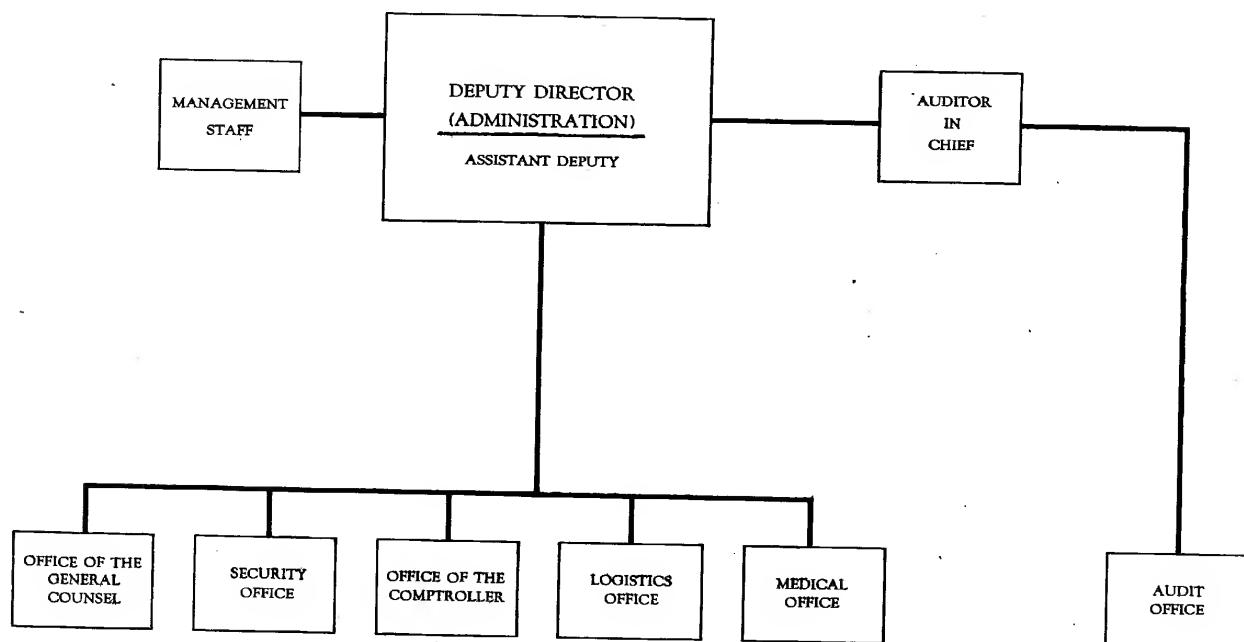


Figure 1

**SECRET**

AS, KC-147

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

25X1A

25X1A  
REGULATION

ORGANIZATION  
5 April 1954

## ORGANIZATION AND FUNCTIONS

### OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

Rescissions: (1) R 1-140 dated 18 January 1954 and CHANGE 1 dated 12 March 1954  
(2) N 1-140-2 dated 8 February 1954

#### CONTENTS

	Page
OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION) . . . . .	1
AUDITOR-IN-CHIEF . . . . .	1
MANAGEMENT STAFF . . . . .	1
OFFICE OF THE GENERAL COUNSEL . . . . .	3
SECURITY OFFICE . . . . .	3
OFFICE OF THE COMPTROLLER . . . . .	7
LOGISTICS OFFICE . . . . .	9
MEDICAL OFFICE . . . . .	11

### OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

#### 1. DEPUTY DIRECTOR (ADMINISTRATION)

The Deputy Director (Administration) is in charge of administrative support for the Agency. (See organization chart, Figure 1.)

#### AUDITOR-IN-CHIEF

##### 2. MISSION

The Auditor-in-Chief shall be responsible for the audit (exclusive of internal audit) of all finance, fiscal, and property matters not under the General Accounting Office Procedures. This responsibility is based on the requirements of operational security and the protection of intelligence sources and methods.

##### 3. FUNCTIONS

The Auditor-in-Chief shall:

- a. Assure that appropriate current audits are made.
- b. Examine the accounting, internal audit, and financial procedures, and practices of the Agency.
- c. Recommend changes in the interests of efficiency and protection of Government funds and property.
- d. Recognize security as a basic consideration in all actions and recommendations.
- e. Direct the activities of the Audit Office.

#### MANAGEMENT STAFF

##### 4. MISSION

The Chief of the Management Staff is responsible for administering the Agency's Management Program, developing and recommending plans, programs, policies, and procedures designed to improve management and/or efficiency throughout the Agency; and for rendering appropriate support and advice related thereto.

##### 5. FUNCTIONS

The Chief of the Management Staff shall:

- a. Develop and recommend plans, programs, policies, and procedures for, and exercise leadership and initiative in improving management throughout the

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

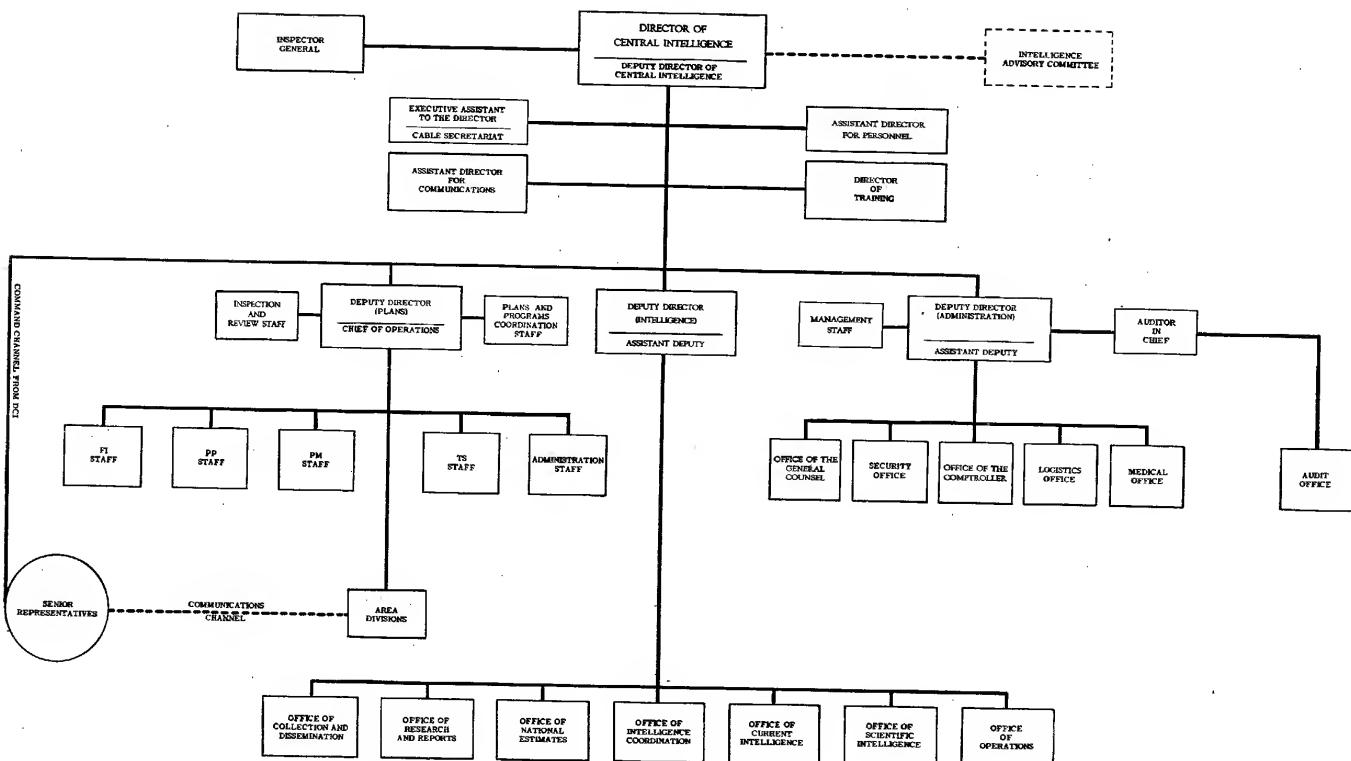
25X1A  
REGULATION

SECRET

25X1A

ORGANIZATION  
5 April 1954

## CENTRAL INTELLIGENCE AGENCY



HS/P<sup>1</sup> 1H1

SECRET

SA/P<sup>1</sup> 1H1 (after April 1954)

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190052-4

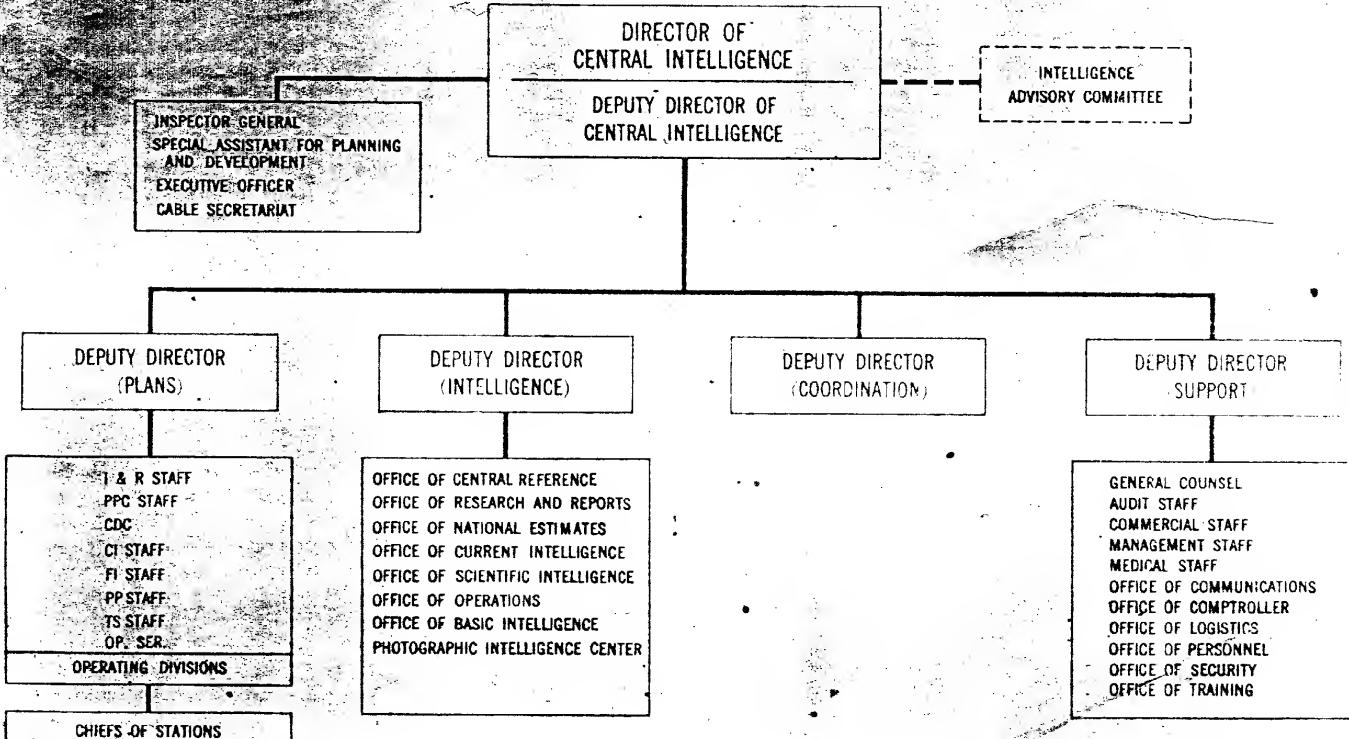
25X1A

*sup*  
**SECRET**

[REDACTED]  
ORGANIZATION  
Revised 1 September 1958

**CENTRAL INTELLIGENCE AGENCY**

REQUISITION  
NO [REDACTED]  
REVISIONS  
dated 8 April 1958



DISTRIBUTION: AB

C. P. CABELL

General, USAF

Acting Director of Central Intelligence

HS/HG-147

**SECRET**